



FAZLANI AISHABAI & HAJI ABDUL LATIF CHARITABLE TRUST'S

**AISHABAI COLLEGE OF
EDUCATION**

(Affiliated to S.N.D.T. Women's University)

Address: Municipal School Building, J. J Hospital Compound, Gate
no. 14, Byculla, Mumbai – 400008.

INSTITUTIONAL POLICY
DOCUMENT DETAILING SCHEME
OF INCENTIVES

Institutional Policy document detailing scheme of incentives:

About the College

Aishabai College of Education is Muslim minority, non-government, unaided college affiliated to the S.N.D.T. Women's University and recognized by the National Council for Teacher Education (N.C.T.E.) managed by the reputed Fazlani Aishabai and Haji Abdul Latif Charitable Trust.

The Chairman, Founder of Aishabai College of Education started the college in August 2005 in South Bombay with a vision of uplifting and empowering women. The B.Ed. Degree Course is a full time two years Course. It combines theory with practical and includes regular lectures, practice teaching, lesson observation, and internship programme, preparation of instructional materials & teaching aids and project work. Computer literacy and the use of educational technology are also included.

The College aims at imparting Quality Teacher Education and all round development. The College stands for academic excellence and the development of skills, and strives after character formation based on the love of God and the service of man. It seeks to educate citizens distinguished for their integrated development and sincere commitment to God and country, leading lives that are socially meaningful.

Our vision

Aishabai College of Education envisions itself as a leader in regional, national and international Education.

Our Mission

The mission of Aishabai College of Education is to prepare educators, professional school personnel, and other allied professionals to have a positive impact on the lives of all students, families, and communities with whom they come in contact. The College of Education is committed to continual programme improvement by providing and maintaining high quality faculty, program content, and utilization of resources, thus creating the context for effectively facilitating the transformation of candidates to professional.

RESOURCE MOBILIZATION POLICY

Introduction:

The department of finance at Aishabai College of Education, affiliated with SNTD University, is a crystal and well-planned system. The resource mobilization policy pays more attention to connecting available financial resources and ensuring that they are used efficiently to achieve strategic goals. The College Management department coordinates and monitors the mobilization and efficient use of money, ensuring the institution's financial resources are utilized effectively to support its objectives.

The administrative staff prepares the annual budget every year under the guidance of the college management.

- The teaching faculty place the requirements to the Principal and this is given due consideration in the budget.
- Budget outlay for administration purposes is drawn annually.
- The accounts department is in charge of discharging funds for utilization.
- Major decisions on financial resources and expenses are placed in the College Management Committee.

Utilization of Funds:

1. Infrastructure development entails constructing classrooms, libraries, laboratories, and other facilities.
2. Faculty and staff development: Teacher recruitment, salary levels, and professional development opportunities.
3. Student development opportunities include scholarships, financial aid, student activities, and academic support services.
4. Curriculum development entails creating and upgrading curricula, instructional materials, and technology.
5. Technology and digital infrastructure: Enhanced hardware, software, and digital resources.

RECRUITMENT POLICY

Recruitment and Selection

The recruiting and selection process aims to pick the most qualified candidates based on merit and fair competition. Vacancies are promoted through print or electronic media.

- Selection is fair and objective throughout all stages.
- Selection criteria align with NCTE and affiliated university norms, as well as the necessary soft skills for teaching faculty positions.
- Candidates should send their applications to the Principal.
- The college office processes and communicates with candidates regarding application status.
- The Selection Committee conducts interviews in college.
- Priority is given to underprivileged women while appointing unassisted faculty.
- Management determines whether to confirm or terminate the services.

INCENTIVE POLICY FOR TEACHERS

Aishabai College of Education's incentive strategy highlights the incentives available to develop and promote a research culture among professors and students alike.

Objectives

To encourage faculty to

- Publish high-quality research papers in peer-reviewed publications.
- Submit research proposals for funding assistance.
- Edit and publish books on a variety of themes.

Eligibility Criteria:

- All of the institution's faculty members are eligible for financial support.
- The policy became effective on June 20, 2023. The management's decision is final.
- To Promote Publications
- Cash rewards are offered for publishing in a SCOPUS-indexed or UGC Care Listed journal.

All faculty members are offered a monetary incentive for publishing papers during an academic year.

The Best Researcher Award:

The faculty member that publishes the most papers in refereed journals is declared the Best researcher of the year at the annual day celebrations.

FINANCIAL SUPPORT POLICY TO FACULTIES:

Aishabai College of Education offers financial aid to faculty members for attending and presenting papers at seminars, conferences, and workshops conducted by reputable universities.

Objectives

- Encourage faculty to attend and present papers at seminars/conferences.
- Promote research culture among faculty members.
- Provide faculty members with opportunities to expand their academic networks.
- Assist teachers in understanding new perspectives in education.
- Improve academic credentials of faculty member's financial help for attending conferences and seminars.
- Faculty can present papers throughout the academic year.
- Faculty receive financial help to attend two events per academic year.
- Registration costs can be reimbursed upon provision of a certificate of attendance or participation

POLICY FOR USING FACILITIES

Library Maintenance Policy:

- Open daily from 9 a.m. to 5 p.m., except for public holidays.
- Data is maintained using library management software.
- Annual stock inspection occurs.
- Library systems and software are regularly maintained.
- Every year, staff and students renew their N-LIST subscriptions.
- Research scholars from other colleges may refer to library resources upon request.

Library Maintenance Procedure

The college's Library Committee is responsible for developing, using, and maintaining library resources. Automation in libraries streamlines resource cataloguing, circulation, and user visits. The library software is updated as needed. Researchers from other institutions can access library resources by submitting a request letter. The college librarian renews the annual subscription to N-LIST.

ICT Infrastructure Maintenance Policy

- The Network Resource Centre is open from 9 a.m. to 5 p.m. every working day.
- Monthly maintenance for laptops and systems.
- All systems have antivirus installed.
- Software updates are based on requirements.
- Teachers and students get free access to the internet and Wi-Fi.

ICT infrastructure maintenance procedure:

The staff in charge regularly maintains computers and other accessories. System flaws are identified and corrected once a month. Notify the college Secretary about any new requirements or alternatives. Antivirus and software are installed by the institution's service engineer. The Network Resource Centre is assigned to government education offices to provide technical and in-service training for teachers.

Maintenance Policy for Sports Infrastructure

- Sports facilities are open on all working days and as prescribe in the timetable
- Annual sports equipment stock maintenance.
- Students can only use sports facilities after submitting a written demand to the sports in charge

Research Policy

- Research committee has been constituted by the college to address issues related to education and research.
- Teachers are encouraged to apply for funded research projects- minor and major projects.
- Teachers are motivated to enroll and complete Ph.D. degrees.
- Teachers are granted study leave to complete their Ph. D degree.
- Motivating teachers to publish papers in UGC- approved and peer reviewed journals.
- Encouraging teachers to present papers at state/ national and international conferences, seminars, etc.
- Organizing State/National/International level conferences, workshops and seminars involving academic interaction.
- Taking up innovative ideas for Action Research inculcating interest in research amongst students. The topics are according to the current problems/ issues related to the education sector.
- Students must compulsorily present viva-voce of their Action Research project.
- Students are encouraged to present their research papers/articles for publication at seminars.



Shumail

PRINCIPAL
Fazlani Aishabai & Haji Abdul Latif Charitable Trust's
Aishabai College of Education, Mumbai